



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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Canc: Sep 03

CCBul 5340

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COMBAT CENTER BULLETIN 5340

From: Commanding General
To: Distribution List

Subj: COMBINED FEDERAL CAMPAIGN (CFC)

Ref: (a) SecNavInstr 5340.2C

Encl: (1) Example of CFC Spreadsheet

1. Situation. To provide information, assign action, and specify responsibilities for fund raising aboard the Combat Center.

2. Mission. Per the reference, provide the opportunity for Federal employees to contribute funds to local, national, and international nonprofit human health and service care organizations. The Commanding General, as the Senior Federal Representative in the local area, is responsible for conducting the campaign. This year's campaign will start on 9 September 2002 and conclude on 21 October 2002.

3. Execution

a. Information

(1) The goal is to contact every Marine, Sailor, and civilian employee aboard the Combat Center, provide them with information on the fund drive, and offer them an opportunity to contribute to worthy charitable organizations. Personal contact is the key to a successful campaign. This contact is achieved through an extensive network of knowledgeable command representatives and subordinate key workers.

(2) Using a pledge card, individuals may contribute funds with cash, a check, or through monthly payroll deductions for a Calendar Year.

(3) The fund drive also provides Combat Center personnel with an opportunity to contribute to activities that directly support military and civilian personnel assigned to the Combat Center. These organizations include, but are not limited to, the Armed Services YMCA and the Child Development Programs.

(4) The Commanding General, Fund Drive Chairman, will kick off this year's campaign on Monday, 9 September 2002. A chili cook-off will be the lead event. All Commanding Officers, Sergeants Major, and unit representatives are invited and encouraged to attend.

b. Action

(1) Commanding Officers. The following will assign a Command Representative, (Staff Noncommissioned Officer or above) and ensure their names are provided to the Combat Center Fund Drive Representative, via the Combat Center Adjutant no later than 11 September 2002.

- (a) Headquarters Battalion
- (b) Marine Corps Communication-Electronics School
- (c) 7th Marine Regiment (HQ) (Representatives from separate Battalions)
- (d) Combat Service Support Group-1
- (e) Marine Wing Support Squadron-374
- (f) Marine Unmanned Aerial Vehicle Squadron-1
- (g) Naval Hospital
- (h) 23rd Dental Company

(2) Command Representative

(a) Command Representatives will establish an aggressive campaign within their respective units in order to achieve 100% contact, assign key workers, collect pledge cards/cash and check contributions, and establish a tracking system. Maintain data on the number of personnel contacted and provide contributions and information from personnel contacted to the Combat Center Representative.

1 Command Representatives will provide to 2ndLt R. A. Popielski, the Combat Center Representative a detailed report of collected funds weekly (see enclosure (1)). This is an Excel spreadsheet and is available electronically from the Fund Drive coordinator upon request.

2 Command Representatives shall verify all allotments for their units are properly tracked with their respective administrative section.

3 The respective administrative sections will report to the to Combat Center Representatives the number of allotments successfully entered in the system and the number of allotments rejected by the system.

4 The administrative sections will maintain a copy of the certification regarding successful entry of allotments and forward a copy to the Combat Center Representative.

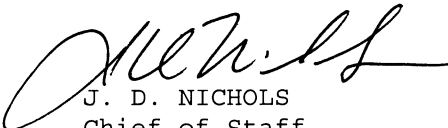
5 Pledge amounts will not be reported to 2ndLt R. A. Popielski until all allotments have been inputted and certified legitimate by the administrative sections.

(b) Command Representatives will attend a training session prior to commencement of the Fund Drive. During the training session, Command Representatives will be provided with instructional handouts, brochures, and pledge cards by 2ndLt R. A. Popielski.

4. Administration and Logistics. Distribution Statement A-1 directives issued by the Commanding General are distributed by e-mail. This Order can be viewed on <http://www.29palms.usmc.mil/base/manpower/adj>.

5. Command and Signal

- a. Signal. This Order is effective the date signed.
- b. Command. This Order is applicable for all units aboard the Combat Center.



J. D. NICHOLS
Chief of Staff

DISTRIBUTION: A-1

CFC Spreadsheet

Unit	Week	Number Contacted	Percent Contacted	Number Donated	Amount Cash	Amount Check	Amount Allotted	2002	2001
								Total Money Collected	Total Money Collected
MCCES									
9-13 September	1	0	0.00%	0	\$0.00	\$0.00	\$0.00	\$0.00	
16-20 September	2	0	0.00%	0	\$0.00	\$0.00	\$0.00	\$0.00	
23-27 September	3	0	0.00%	0	\$0.00	\$0.00	\$0.00	\$0.00	
30-4 October	4	0	0.00%	0	\$0.00	\$0.00	\$0.00	\$0.00	
7-11 October	5	0	0.00%	0	\$0.00	\$0.00	\$0.00	\$0.00	
14-18 October	6	0	0.00%	0	\$0.00	\$0.00	\$0.00	\$0.00	
Sum		0	0.00%	0		\$0.00	\$0.00	\$0.00	

ENCLOSURE (1)